

5 May 1961

25X1A

MEMORANDUM FOR : [REDACTED]

SUBJECT : Report of Cable Secretariat Operations
from 1-30 April 1961

1. Cables Processed

a. The Cable Secretariat reproduced and disseminated 18,876 IN cables, 6,976 OUT cables, 1,131 TD's and 855 miscellaneous items for a total of 27,838 work items during April 1961. This represents an increase of 8,038 items or 40% more than the 1960 monthly average of 19,800.

b. Cables increased 8,072 or 45% over the 1960 monthly average of 17,280 cables. April 1961 total is 448 or 2% less cables than March 1961 and 9,139 or 54% more cables than April 1960.

c. TD's decreased 34 or 3% under the 1960 monthly average of 1,165 TD's.

d. We processed an average of 1,093 cables Monday through Friday, 812 on Saturday and 383 on Sunday.

e. 2,249 cables or 8.5% of all cables processed were furnished to the Director as compared to 1,444 or 7% for March 1961.

2. Personnel

a. Our personnel situation is improving. We gained a clerk typist and expect another mail and file clerk to return from military duty.

b. I will be on active duty (military) from 8-19 May.

3. General

a. The Non-CIA Cable Branch disseminated 13,917 items and distributed 198,314 copies of cables and airgrams from other agencies during April 1961. In addition they completed a total of 656 service requests. Traffic is down a little because this was the month that Despatch Weekas were cut off.

3. b. Attachment A is a summary of a study made to determine the hourly fall of the various categories of cables which we are committed to expediting. As can be seen, the pressure is fairly constant throughout all three shifts. For the twenty-four hour day in question, the figures simply show that 1 cable in every 3 handled required some extra expedite effort on our part. The slight 2% decrease in volume is, I hope, the beginning of a trend back to more normal levels. However, until a more substantive reduction becomes fact, I shall continue my efforts toward full T/O strength and have authorized certain short-cuts in processing steps such as eliminating envelope receipts within Hqs. for all except TOP SECRET items; eliminating dissemination review for items handled by certain of our experienced analysts; and eliminating check in/check out controls between processing sections in the Cable Secretariat.

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Cable Secretary

Attachment: A (Study of hourly fall of traffic)

13 April 1961

A

MEMO FOR THE RECORD:

A study was made of 818* IN cables received in the Cable Secretariat from 2400 hours to 2359 hours 13 April 1961 to determine the hourly fall of EXPEDITE items. The results are as follows:

TIME	DCI's	TD's	PRIORITY	OPIM	Hrly TOTAL
2400-0100	4	2	5	8	19
0100-0200	4	1	1	2	8
0200-0300	2	1	5	-	8
0300-0400	-	2	3	2	7
0400-0500	3	1	3	2	9
0500-0600	1	0	1	1	3
0600-0700	3	1	10	3	17
0700-0800	-	-	-	-	-
TOTAL					71
0800-0900	6	3	3	3	15
0900-1000	2	4	5	-	11
1000-1100	6	3	5	2	16
1100-1200	2	2	6	3	13
1200-1300	1	1	3	1	6
1300-1400	2	1	5	3	11
1400-1500	8	6	7	4	25
1500-1600	4	4	6	1	15
TOTAL					112
1600-1700	2	1	18	4	25
1700-1800	1	-	2	-	3
1800-1900	-	2	-	-	2
1900-2000	1	1	7	9	18
2000-2100	1	1	16	7	25
2100-2200	1	1	1	-	3
2200-2300	-	2	1	-	3
2300-2400	-	3	1	-	4
					83
TOTAL	54	43	114	55	266

NOTE: * This does not account for 316 OUT cables received in the same period. This is an average day in the C/S during this period.